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**FILED: Reports (weekly)**  
**- RETURN TO**  
**RECORDS MANAGEMENT DIVISION**

Chief, Management Staff

5 August 1954

Chief, Records Management Division

Weekly Report - Week Ending 4 August 1954

1. Planning for the transfer of the Records Center operations was continued with meetings held on those phases of the transfer dealing with security, personnel and transportation. As a result of these meetings, a tentative plan is being drawn up to provide for the physical transfer to begin on approximately 3 January 1955.

2. 584 cubic feet of records, the equivalent of 73 safe-type file cabinets, were received in the Records Center this week. This is the largest volume received in one week since the Records Center has been in operation. If these records were stored in safe-type cabinets, they would cost \$18,980.

3. A group meeting was held with Area Records Officers to discuss the inventory of microfilming equipment and microfilm projects as required by [redacted] 25X1

4. A meeting was held with [redacted] Assistant to the DD/I for Administration, to discuss progress made so far in the DD/I area in installing the Records Management Program, and plans for the future. 25X1

25X1 [redacted]

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Report for Week Ending 4 August 1954 from  
Records Systems Branch

Project 4-76 - Records Management Survey, Medical Office

Project completed. No further reporting will be necessary.

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 93% complete.

25X1 This week the last of the analysts files of the [redacted] 25X1  
of the [redacted] were installed. Also completed was  
the installation of the Central Research Files for that branch.  
18 feet of records were retired to the Records Center and 8 feet  
of records were destroyed on the job.

Project 4-80 - Agency-wide Microphotography Survey

Project is continuing and is approximately 10% complete.

The notice authorizing the agency-wide microfilm survey was distributed, and a meeting was held with all Area Records Officers in Room 1402, I Building. The purpose of the meeting was to explain the objectives and scope of the survey, and the part the Area Records Officers are expected to play in completing the survey.

25X1

[redacted]  
with the required method of reporting. This has been documented in a memorandum from the Chief of this division to the Chief RI.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 86% complete.

The manufacturer delivered two of the pilot model boxes which were displayed to all the Area Records Officers at the meeting held to explain the agency microfilm survey. As soon as the remaining 48 are delivered, they will be distributed to the Area Records Officers for comments before placing an order for the total number of boxes originally requested.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records - [redacted] 25X1

No change from previous report. Project approximately 97% complete.

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Project 4-83 - Vital Materials Deposit Schedule for All Offices

No change from previous report. Project approximately 60% complete.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the OCD/BR dossiers continues. Project is approximately 50% complete.

The electrical difficulties previously reported have been repaired and two cameras are again in operation on this project.

A microfilming project for vital materials for the Contact Division in the Office of Operations was completed. The project required approximately 4 hours and was performed on Saturday in order not to interfere with the daily usage of the records involved.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 11% complete.

General Information

25X1

[redacted] of the Printing and Reproduction Division accompanied this weeks trip to the Repository. The purpose of [redacted] trip was to make modifications to Printing and Reproduction equipment at the Repository. 25X1

A meeting was held with [redacted] of the Printing and Reproduction Division at which time the micorfilm operators were introduced, and tentative arrangements were made for the physical transfer of both the personnel and equipment to that office. 25X1

Following the receipt of several requests for different types of folders by different branches of FI for use in connection with agent's files, a meeting was held with [redacted] to determine if a standard folder could not be agreed upon. Agreement was reached that "Classifile" folders (85¢ each) should not be used, however, a decision is still pending as to whether pressboard or standard 11 point folders will be determined to be standard. 25X1

25X1



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Report for Week Ending 4 August 1954 From  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

a. Reports Management - No change in program status. [ ] re- 25X1  
ported that special assignments have prevented him from touching the  
project. He further stated that the Chief of Logistics is anxious for  
the program to commence, but prefers to wait until [ ] can par- 25X1  
ticipate fully in its launching. [ ] will attempt to reactivate 25X1  
the program within two weeks provided he does not receive any additional  
major assignments. Project is 20% complete.

b. Correspondence Management - Collection of material was completed  
with our review of the reading files of the Printing and Reproduction  
Division, and the Space, Maintenance and Facilities Branch. Work is  
continuing on the correspondex covering standard requests and reports  
submitted by the Logistics Office. This correspondex will serve as a  
pilot model of the one to be developed for Headquarters-wide use. Proj-  
ect is now 75% complete.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in project status. [ ] reported that, while the pro- 25X1  
gram is needed and desired, other projects have taken precedent. We  
were assured that positive action to promote the program will be taken  
with return of the Deputy Comptroller from annual leave within two weeks.

Project 4-98 - Correspondence Handbook

Final typed copy is still under review by secretaries to the DCI, DDCI,  
DD/A, DD/P, and DD/I.

General Information:

a. Correspondence Management Prospectus - Redraft is approximately 75%  
complete.

b. Dispatch Procedure and Regulation - Discussions were held with repre-  
sentatives of RI and Regulations Control Staff with respect to an Agency  
Regulation on dispatch procedure, and possible improvements to the dis-  
patch format. Tentative plans were made to develop [ ] a Headquarters  
[ ] regulation, and to revise the dispatch form to improve its  
format and provide for the exclusive use of Letterex in preparing dis-  
patches.

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Report for Week Ending 4 August 1954 From  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

No change from previous report.

Project 4-86 - Forms Index

Indices have been received from the Reproduction Plant and have been sent out to all of the Area Records Officers for review, corrections and recommendations.

Project 4-95 - Forms Management Handbook

Photostats of new Form No. 30 have been received from Reproduction Division. Offset printing of this form is currently taking place in the Printing and Reproduction Division.

Project 4-103 - Preparation of Final-Type Forms Copy by  
Forms Management Branch

No change from previous report.

25X1

Study of

No change from previous report.

NCR Paper

25X1

One box of 6 part, continuous, carbonless tab paper has been received from the  This paper has been delivered to the Machine Records Division for testing purposes.

Forms Management Seminar

Plans for seminar are continuing.

Summary of Individual Forms Activities

	<u>No. of Requisitions</u>	<u>Copies</u>
New	3	2,300
Revised	11	196,700
Overprints	2	35,000
Total	16	234,000

Redesignated Forms - 11

25X

Acting for  
Chief, Forms Mgt. Br.

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Report for Week Ending 4 August 1954 from  
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project 99% complete.

Project 4-78 - Office of the General Counsel

No change from previous report. Project 99% complete.

Project 4-79 - Foreign Broadcast Information Division

No change from previous report. Project 94% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project 25% complete.

Project 4-113 - Foreign Documents Division

Disposal Schedules have been approved by National Archives and Congress and will be forwarded to the division for application. Project is 99% complete.

Project 4-116 - Security Office

No change from previous report. Project is 85% complete

Project 4-122 - Office of Chief of Operations and Sovmat Staff

No change from previous report. Project is 90% complete.

Project 5-2 - Records Management Survey - Office of National Estimates

A records disposition plan is being developed for this office. To date 32 describable items covering an estimated 280 linear feet of records have been surveyed and entered in draft form on Records Control Schedules. Project is approximately 60% complete.

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Report for Week Ending 4 August 1954

from RECORDS CENTER BRANCH

## Reference Service

25X1 [ ] has informed the Center that FDD is now preparing to produce an Ozalid master copy of all "U" reports. Within sixty days the Library will receive reproduction equipment that will make microfilm prints of their collection of the reports. 25X1 [ ] believes these factors will reduce the reproduction load being carried by the Center.

## Supplemental Distribution Unit

Foreign Documents Division of OO has been notified concerning the "U" reports. Recently a number of reports received have equations glued to the report making a double thickness. This double thickness makes it impossible to reproduce a readable copy.

The Reference Service Section has been notified by the Sovmat Staff of [ ]

25X1 [ ] will be sent to the Records Center. This procedure was effective on 2 August 1954. Prior to 2 August 1954 two copies of this report were received: a copy that could be made sterile and reproduced for Sovmat requirements; the other copy for normal distribution. Reproduction will now handle the sterile reports.

25X1

## General

A meeting was held with representatives of the Logistics Office and the Security Office to set up plans for the Records Center move. Details of this meeting have been reported in memo form.

A photographer from PR spent several hours taking shots of the interior of the Center.

A battery-powered forklift with charger has been received from [ ] This equipment was requisitioned from stock.

25X1

## Accessioning

During the week the following accessions were made:

OSI	1	cubic	foot
OCD	549	"	feet
MS/DDA	1	"	foot
LO	7	"	feet
COMP.	24	"	"
ORR	2	"	"
Total	584	"	"

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